



CITY OF LAS VEGAS

DEPARTMENT OF HUMAN RESOURCES

SANITATION BILLING TECHNICIAN (PART TIME)

OPEN (Job Code 123176030)

CAREER OPPORTUNITY

The Las Vegas City Employees Association is the exclusive representative for eligible employees relative to collective bargaining.

OPENING DATE: March 6, 2012 at 7 a.m.
FILING DEADLINE: March 13, 2012 at 4:30 p.m.
WRITTEN TEST DATE: April 5, 2012

NOTE: You will be notified of ALL testing processes via email. Please include your email address and check your email, junk mail, and spam mail regularly to ensure you do not miss your appointment times.

Hourly Rate: \$20.47

THIS RECRUITMENT WILL BE LIMITED TO THE FIRST 100 COMPLETED EMPLOYMENT APPLICATIONS RECEIVED BY THE HUMAN RESOURCES DEPARTMENT. NO FAX OR ONLINE APPLICATIONS WILL BE ACCEPTED.

The purpose of this recruitment effort is to establish an eligible list for future job openings.

JOB SUMMARY: This position Creates and maintains sanitation billing accounts. Provides customer service on all account aspects. Researches and resolves account and billing issues.

JOB DESCRIPTION:

Complete [Job Description](http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx) can be viewed on our website at <http://www3.LasVegasNevada.gov/HRJobDescriptions/Default.aspx>

MINIMUM QUALIFICATIONS: Unless otherwise noted, minimum requirements must be met at the time of application filing. Attach a copy of any required license(s), certificate(s) and/or degree to your application. For a college or university degree earned outside of the United States, attach certification indicating your degree is equivalent to a degree earned at a regionally accredited U.S. institution.

- Equivalent to graduation from high school.
- Three years of general clerical, accounting or bookkeeping experience which included high volume customer or public contact.

LICENSE AND CERTIFICATE:

- Possession of a valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

WHERE TO APPLY: A city of Las Vegas application form can be downloaded from our website, www.LasVegasNevada.gov, or obtained at the Human Resources Department between 7 a.m. and 5 p.m., Monday through Thursday on the First Floor of City Hall, 495 S. Main Street, Las Vegas, NV 89101. All complete **CURRENT** applications received by the filing deadline will be reviewed. INCOMPLETE, OUTDATED, UNDATED OR UNSIGNED APPLICATIONS WILL NOT BE PROCESSED.

TYPE OF EXAMINATION: A civil service examination will be conducted in accordance with the Civil Service Rules of the city of Las Vegas. **Only the most qualified applicants will be invited to participate in the written test, weighted 100% for placement on an eligible list.**

NOTIFICATION OF TEST SCORE: Your test results will be available on line at the following web address, www.lasvegasnevada.gov. Scores will be available to view on-line within 1 to 2 days after taking the exam and will be available on-line for five (5) business days. Your score and group will be posted on the bulletin board outside of the Human Resources office for five (5) business days. Scores are posted using the last four digits of your social security number.

SELECTION PROCESS: Final candidate selection will include list placement and may include hiring interview (if applicable). "Any individual offered employment will be required to pass a pre-employment hair drug test, complete background check, *and may be required to demonstrate the ability to perform the physical requirements of the job.*" Some positions may require preliminary background checks.

The eligible list will remain in effect for a period of 6 months from the date of certification and may be extended for a period of up to 2 years. To be considered for Veteran's preference points, a copy of the DD-214 (specifying character of service) must be submitted with the employment application prior to the final filing date. Persons with disabilities may request a copy of this announcement in an alternative format or make necessary testing arrangements through the Recruitment & Employment Services Division at (702) 229-6315.